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United States Coast Guard

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11 SEP 2015

MEMORANDUM

From: G. L. Tomasulo, CAPT
CG SECTOR Charleston

Reply to Attn of: YN1 Julie Meissner
(843) 740-7065 x2

To: CG SECTOR Charleston Reservists

Subj: FY 2016 INACTIVE DUTY FOR TRAINING (IDT) ORDERS

Ref: (a) Reserve Policy Manual, COMDTINST M1001.28A
(b) Personnel and Pay Procedures Manual, PPCINST M1000.2A

1. Pursuant to the authority contained in references (a) and (b), and unless otherwise advised by competent authority, reservists shall report on their designated drill weekend as indicated in enclosure (1) for Fiscal Year (FY) 2016, from 0730 to 1600. "Second drill weekend" is drill that is performed on the second weekend of each month in FY 2016, while "Third drill weekend" is drill that is performed on the third weekend of each month. Standard drill dates are designated as follows:

a. Second drill weekend: Oct 17-18, 2015*, Nov 14-15, 2015, Dec 12-13, 2015, Jan 9-10, 2016, Feb 13-14, 2016, Mar 12-13, 2016, Apr 16-17*, 2016, May 14-15, 2016, Jun 11-12, 2016, Jul 9-10, 2016, Aug 13-14, 2016, Sep 10-11, 2016.

b. Third drill weekend: Oct 17-18, 2015, Nov 21-22, 2015, Dec 19-20, 2015, Jan 16-17, 2016, Feb 20-21, 2016, Mar 19-20, 2016, Apr 16-17, 2016, May 21-22, 2016, Jun 18-19, 2016, Jul 16-17, 2016, Aug 20-21, 2016, Sep 17-18, 2016.

*Weekend is third drill weekend, for Sector Charleston Reserve Readiness Stand-down (including annual administrative verifications, weigh-ins, immunizations, etc.)

2. All reservists assigned to Sector Charleston are designated to either second or third drill weekend based on the requirements of the position to which they are assigned. All members will receive an ASSIGNMENT TO SECTOR CHARLESTON FY16 IDT DRILL ORDERS, enclosure (2) identifying which of the two drill weekends they are required to attend.

3. IDT CERTIFICATION: It is each Sector Charleston reservist's responsibility to certify their attendance on the monthly IDT attendance sheet with their supervisor. Supervisors shall sign and submit the IDT Certification Sheet to the Sector Charleston Administration Division via e-mail to SECChasReserve-Admin@uscg.mil for final approval of drills in Direct Access. Phone calls and face-to-face approvals will no longer be acceptable forms of verification.

a. GROUP: When drilling as a group during the designated drill weekend, the Sector Charleston IDT Certification Sheet (Group), enclosure (3), should be used and sent to SECChasReserve-Admin@uscg.mil for approval. These will be completed in Direct Access

by the reservists assigned to the Sector Charleston Administration Division before the end of the drill weekend.

b. INDIVIDUAL: Reservists that obtain authorization to perform drills outside of the scheduled drill weekend shall submit a Sector Charleston IDT Certification Sheet (Individual), enclosure (4). Once endorsed by the supervisor, it is to be forwarded to SECChasReserve-Admin@uscg.mil for approval in Direct Access. These will generally be completed in Direct Access by the active duty personnel assigned to the Sector Charleston Administration Division no later than three business days from date of receipt.

4. UNABLE TO REPORT FOR SCHEDULED DRILLS: Any reservist assigned to the Sector Charleston staff that will be unable to perform a scheduled IDT drill period must immediately inform their supervisor and request an excused absence. Initial request and approval may be given orally, but must be followed up in writing; email is sufficient. In cases where a reservist has a legitimate reason for an excused absence, they will need to identify alternate IDT drill dates with their supervisor. Reservists and supervisors shall ensure that when rescheduling IDT drill periods, both the member's anniversary year and Fiscal Year (FY) requirements are met.

a. EXCUSED ABSENCE: If a notification of a scheduled IDT conflict occurs within 48 hours of the start of the scheduled IDT drill period, the IDT may be rescheduled only for the following reasons and must be followed up in writing with proper documentation:

i. illness or injury of reservist;

ii. serious or unusual hardship due to unforeseen emergency;

iii. accident or illness of a family member requiring presence or other action by the reservist;

iv. death or imminent death of a member of the immediate family; or

v. commanding officer's discretion.

b. UNEXCUSED ABSENCE: If a reservist fails to attend a scheduled drill period without notifying a supervisor in advance, the drill will be considered unexcused and make-up drills for FY16 will not be authorized. Further administrative action may be taken in accordance with reference (a), Article 4.B, including an Administrative Remarks (CG-3307). At least five or more UNEXCUSED IDT drill periods in a 12-month period is considered unsatisfactory participation.

5. DIRECT ACCESS: The Sector Charleston Administration Division will be the final approving authority to change the status of IDT drill periods to COMPLETE, CANCEL, or UNEXCUSED for all Sector Charleston assigned reservists. Members and supervisors may still request initial IDT in Direct Access and change status to MEMBER REQUEST or PENDING, as appropriate.

6. UCMJ: Reservists are reminded that they are subject to the provisions of the Uniform Code of Military Justice during the performance of their scheduled drills and/or while on military facilities.

7. IDT BERTHING: Requests for IDT berthing must be submitted via the Sector Charleston Reserve Force Readiness System staff's website:

http://www.uscg.mil/d7/sectCharleston/Reserves.asp

All requests must be submitted by the 1st of the month prior to the next quarter (i.e. for berthing in January through March, requests will need to be submitted no later than December 1st). Additional berthing information is located on the Sector Charleston web site listed above. The IDT Berthing Coordinator should be immediately notified if there are any cancellations or changes via e-mail to d07-dg-sectorchasn-resreq@uscg.mil.

8. For questions concerning IDT processing, please contact YN2 Jerry Stevens, Jerry.V.Stevens@uscg.mil, or (843) 720-3255.

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Enclosures: (1) Sector Charleston IDT Drill Weekend Assignment Table
(2) Memo Assignment to Sector Charleston FY16 IDT Drill Orders (New Member)
(3) Sector Charleston IDT Certification Sheet (Group)
(4) Sector Charleston IDT Certification Sheet (Individual)

Copy: Sector Charleston Department Heads
Sector Charleston Administration Division